

GRANTEE MONITORING

Grantee Name	New Beginnings Pregnancy Care Center-0000950680
Location/Address	112 NW 5 th St., P.O. Box 213, Grand Rapids, MN 55744
Date and Location of Site Visit	June 28, 2017
Grantee Participants	Laurie Marshall, Executive Director; Andrea Sanborn, Grant Reporting Assistant
MDH Participant(s)	Mary Ottman
Grant Agreement #/PO #	109673

PURPOSE:

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over \$50,000, and at least annual monitoring visits on grants of over \$250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:

- To ascertain how MDH program funds are being utilized
- To provide targeted technical assistance needs
- To improve program implementation performance
- To suggest other training needs
- In future funding decisions

OVERVIEW

1. Is the Grantee's non-profit 501(c) 3 status current? **Yes**

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2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment? [Yes](#)
3. Where is this central file located? [In a locked file cabinet behind the main desk](#)
4. Who is responsible for this central file? [Laurie Marshall, Executive Director](#)
5. Does the central file include
- The grant proposal? [Yes](#)
 - The award letter? [Yes](#)
 - The signed grant agreement and any/all amendments? [Yes](#)
 - Any/all requests and/or approvals for scope/budget changes? [Yes](#)
 - The work plan? [Yes](#)
 - Any/all payment requests (invoices)? [Yes](#)
 - Any/all signed subcontracts? Not applicable (no subcontracts) [Yes](#)
 - Any/all Progress Reports? [Yes](#)

REPORTING REQUIREMENTS

1. Does the organization meet all reporting requirements as outlined in the grant agreement and/or amendment? [Yes](#)
2. Are expenditure reports submitted timely and accurately? [Yes](#)

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3. Are progress reports submitted with all required information and in a timely manner? [Yes](#)

CONTRACTUAL

1. Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors? [Yes](#)
2. Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate? [Yes](#)
3. Was the contractual agreement(s) reviewed and approved by MDH before implementation? [Yes](#)

PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time? [Yes](#)
2. Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant? [Yes](#)
3. Does the Grantee have policies and procedures in writing regarding:
 - Payroll? [No](#)

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- Travel? No
- Overtime? No
- Timesheets? No
- Taxes? No
- Purchasing? No
- Compensated time off? No

4. Are employees time sheets approved? Yes

By whom (what position)? Executive Director and Treasurer

By the Executive Director? Yes

5. Does the Grantee's payroll preparation and distribution involve more than one employee? Yes

6. Does an authorized official approve all checks before being signed? Yes

Additional Comments:

We are in the process of putting together an employee handbook, and it will include the items listed in question #3.

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PROGRAMMATIC QUESTIONS

Please use this space to answer all questions.

Program History

- When was your program started? Why was it started? [January 3, 2006. New Beginnings was started to provide an alternative to abortion by assisting and supporting women in need, along with their families, providing educational programs to prevent unplanned pregnancy and sexually transmitted illnesses, and also to provide assistance in parenting skills.](#)
- What need does your program fulfill? [We offer compassionate, confidential support to people in need of assistance at a stressful time of life.](#)
- How has the program grown or changed since its beginning? [Thanks to the Positive Alternatives grant, we have been able to expand our services to include a Nurse Manager to provide professional assistance to our clients and a higher level of training for our client advocates.](#)

Grantee's Target population

- Who does the organization primarily serve? [Pregnant and parenting women](#)
- What is the program's demographic and geographic coverage? [Our geographic coverage includes all of Itasca County, which is a largely Caucasian demographic area.](#)
- Review recent Demographic reporting.

Leadership and Governance

- Effective Board: How many board members currently serve, who are they?
Seven Board members: [Dr. Kion Hoffman, Chairman; Lee Ellies, Vice Chair; Nicole Miersch, Secretary; Marilyn Carlson, Treasurer; Kay Krueger, Board Member; Pastor Mark Peske, Board Member; Bobbie Harrington, Board Member](#)
- How often do they meet? [Monthly](#) How are they informed of organization's progress and challenges? [Monthly report by the Executive Director, Program Coordinator, Nurse Mgr. Outreach Coordinator](#)
- How supportive is the Board of the program? [Highly supportive](#)
- How is the program staffed? [Nurse Manager, Program Coordinator and Executive Director.](#) Who is responsible for the supervision of grant staff? [Executive Director](#)
 - How are staff evaluated on their performance? [By the Executive Director](#) How long have PA staff been employed there? [Executive Director: 3 years. Program](#)

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Coordinator: 6 months. Nurse Manager: 6 months. Grant Reporting Assistant: 2 months.

- How are staff background checks done? [Clear Investigative Advantage Co.](#)
- What is your organization's policy on complaints for staff and clients? [We have a conflict resolution policy in place.](#)

Budget

- Does the current budget reflect your work plan activities? [Yes](#)
- Is the budget accurate for the project size/scope? [Yes](#)
- Do you have any challenges with the budget or invoicing? [The lack of a Nurse Manager for the first six months was a challenge, but that situation has now been resolved.](#)
- Has your Financial Reconciliation taken place? [No](#)
- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed.

Review Work Plan including:

Partners

- If applicable: how are people referred to the program? [Friends, family, clergy, WIC, Itasca County Public Health, Kootasca Teenage Parent Program](#)
- Are there any barriers encountered with referral sources? [No](#)
- What is your most common referral source? [Family and friends](#)
- Challenges with partners or specific counties? [No](#)

Work Plan

- Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.
- **Prepare a short summary of your current program(s) and the number of clients being served.** How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since June 2016? Is there anything in particular you want to share about your current program to explain its current status?
[We have been providing the following grant-funded educational programs: Car seat education; Fatherhood parenting skills; Life skills; Parenting education;](#)

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Pregnancy testing; Intake and Assessment; and Information and Referrals. These are the same programs as described in our grant application. The number of clients has increased, and our “Earn While You Learn” parenting education has shown a large increase as well. We expect to see an increase in our sonography services as our Nurse Manager finishes her training.

- Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons? *Possibly, we’ll be working on this.*

Participants:

- What type of outreach does the organization put into action? *Advertising by radio, newspaper, phone book (print and online) and the local theater; signs at the hockey arena, bowling alley and near Itasca Community College; social media (Facebook); website; speaking at churches, visits to the college.* What is working well? *Social media, newspaper ad and website* What are more the challenging aspects to finding or retaining clients? *Reluctance by college administration to support our efforts.*

Data:

- How is program data collected and by whom? *Our office staff uses a spreadsheet and the EKyros computer program.* Is data collected useful to agency? *Yes*
- Anything we can do to help or simplify data collection?

Review Evaluation

- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee).
- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation?

Miscellaneous

- Anything else you would like to share?
- Anything else we haven’t asked?

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What can we do to help?

- Trainings and Grantee meetings useful for grantee? [Yes](#)
- Any topic suggestions?
- Feedback or suggestions for the state? Hire more people to enable faster invoice payment.
- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program? [We are grateful to have Mary Ottman as our Grant Supervisor. Her assistance has been invaluable.](#)

Summary:

[New Beginnings Pregnancy Care Center \(NBPCC\)](#) is a first time Positive Alternatives (PA) program grantee. They have had a large learning curve adjusting to the state grant management system, however, they have been eager to learn and quick to ask for help when needed. NBPCC is located in a largely rural area in north Central Minnesota where the free services they provide are crucial for the health and well-being of women in need as they are the only nonprofit in the area that provides the type of programming available through their Center.

PA funded programming provided by the grant program includes: outreach, car seat program, fatherhood program, life skill education, parenting and pregnancy education, pregnancy testing, and ultrasound. After reviewing the organization's work plan, it was determined that several categories may be added to the work plan/ quarterly reporting form including: transportation, housing assistance, safe sleep education and crib distribution and material assistance. Staff will discuss these revisions and send in a proposed work plan/quarterly update form revision.

Currently the staff and board of directors is reviewing and revising their policies and procedures for staff. Some recommended policies do not exist and others may need revision. NBPCC will forward these revisions once finalized to the MDH grant manager for their file.

NBPCC began in 2006 as a nonprofit to provide alternatives to abortion by assisting and supporting women in need, along with their families, by providing programs to provide assistance in parenting and pregnancy education. Currently NBPCC is located in the heart of downtown Grand Rapids in a visible location with ample parking. They have been at their current location since January of 2015 and have an excellent working space with no plans in the near future to relocate. The Center provides a warm and welcoming message with a clean and comfortable office space.

One challenge the grantee encountered with the start of the new grant cycle would be the difficulty in securing the hiring of the nurse manager position outline in their grant application. The staff and board diligently advertised for the position for several months but were unable to

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secure and hire for the position. This winter after the board decided to raise the wage for the advertised position, the position was filled. The additional funds left from the open position also created additional questions and discussion. Staff was able to reallocate and use the additional funds for program supplies.

NBPCC staff understand the importance of outreach efforts in creating community awareness and support. Staff have made community connections with WIC, County Public Health, churches and the Kootasca Teenage Parent Program all who refer women in need to the grantee. Currently the staff have been proactive in their community outreach efforts including: signage at the local hockey arena, bowling alley and near Itasca Community College, radio ads, theater ads, Facebook ads, website, and speaking engagements at churches. Future outreach efforts include hiring of a part time outreach coordinator and planning for a community wide November Open House. One challenge with outreach includes having the staff encounter some resistance from the local college administration in supporting their efforts. Staff will continue to make meaningful connections with the college staff.

The evaluation project for the first year of the grant has been successful and had been modified along the way adjusting to feedback from the first round of information gathering. The program evaluated includes their car seat safety program. A preliminary report was provided for feedback. As a first time grantee the evaluation project appeared well organized.

NBPCC has made great strides in meeting their requirements as a PA grantee in the first year of their grant cycle. They have been committed in responding to all reporting requirements along with attending their first all grantee meetings. They are especially determined to responsibly manage their PA grant funds to the best of their ability. I look forward to our continuing partnership with NBPCC as a MDH PA grantee for the remainder of the grant cycle.

Date: July 25, 2017

Grant Manager: Mary Ottman